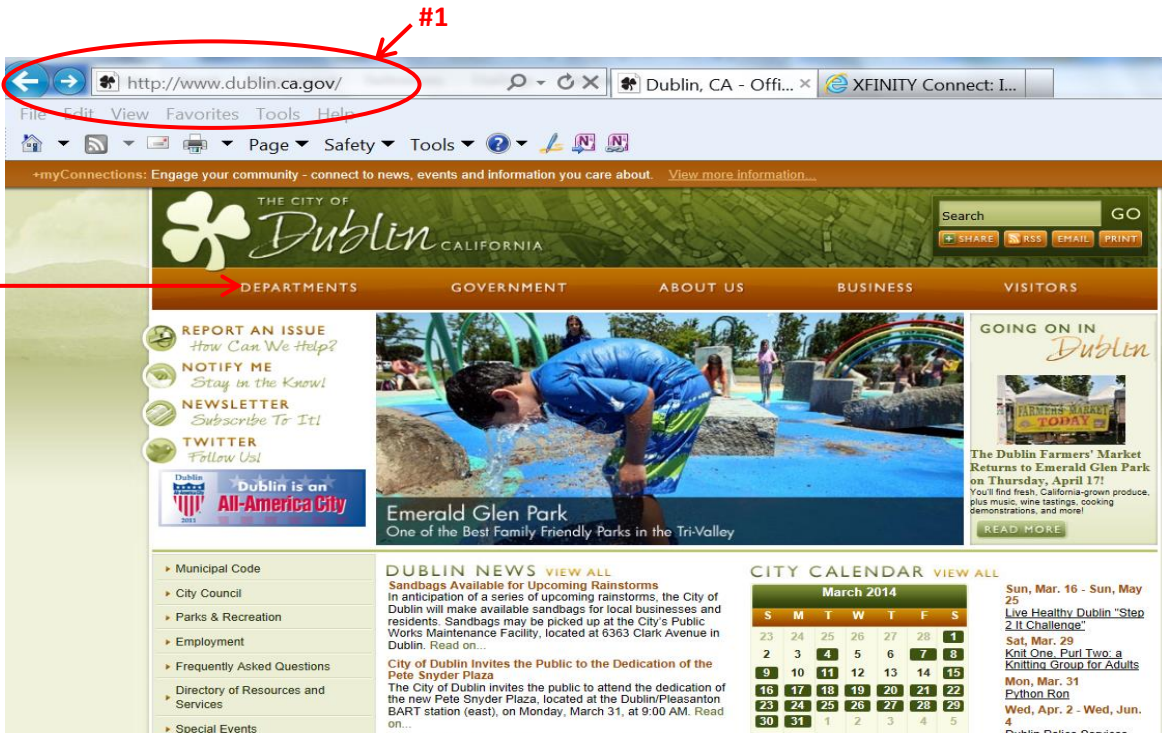


On Line Permit Status & Inspection Results

Customers are able to obtain a status on a plan check or permit and view inspection results/history, by logging into the City of Dublin's website. Follow the simple steps below to view a plan check or permit status.

STEP 1 – ACCESS TO CITY OF DUBLIN WEBSITE


- ▶ Launch browser <http://www.dublin.ca.gov>
- ▶ Under **DEPARTMENTS** in drop down menu click on **Community Development**; then click on **Building & Safety Division**



The screenshot shows the City of Dublin website homepage. A red circle and arrow labeled #1 point to the address bar showing <http://www.dublin.ca.gov/>. A red arrow labeled #2 points to the 'DEPARTMENTS' link in the top navigation bar. The page features a search bar, a 'myConnections' banner, and various sections including 'REPORT AN ISSUE', 'NOTIFY ME', 'NEWSLETTER', 'TWITTER', 'Dublin is an All-America City', 'Emerald Glen Park', 'DUBLIN NEWS', and 'CITY CALENDAR'.

STEP 2 – Under Online Services choose **Citizen Services**

- ▶ Message on Leaving Site will appear, click on **Proceed to Site**



The screenshot shows the 'Building & Safety' page on the City of Dublin website. A red arrow points to the 'Online Services' link under the 'Responsibilities' section. The page includes a search bar, navigation tabs, a sidebar with links like 'Building Permits', 'Code Enforcement', and 'Floodplain Information', and a main content area with sections for 'Responsibilities', 'Building Valuation Numbers', 'Online Services', 'Residential Evening Inspections', and 'Plan Check Timelines'. A 'DUBLIN FAQ's' section is also visible on the right.

STEP 3 – On the Citizen Services page click on **Permits & Inspections** at left side of screen



STEP 4 - To find status of current plan checks click on **Permits Inquiry**



STEP 5 - Under Permit No. add the plan check number assigned during the initial submittal. For example, enter: **BLDR-2013-00160** (four letters – year – five digits) and click **Search for Permits** at bottom of screen

THE CITY OF Dublin CALIFORNIA

Home Citizen Services Human Resources

Permits & Inspections: Search Logon Help Contact

Note: You will get the best results by being as specific as possible. If you know your permit number or your customer number, use either one. Searches by Permit Type, Last Name, or an incomplete Street Address may return too many records for display and you will be returned to this page to narrow your search criteria. For additional search strategies, click [Advanced Search Help](#).

Permit No.

Project Name

Applicant (Last Name)

Customer No.

Application Date (MM/DD/YYYY)

Issue Date (MM/DD/YYYY)

Permit Type **Select a Permit type...**

Street Address

Suite Number

Permit Status ☐ Pending ☐ Issued ☐ Approved ☐ Final ☒ All

Map Number Lot Subdivision

Parcel Address

Property Name

Search for Permits

STEP 6 – Verify the requested permit number is correct. Place the cursor directly on the **permit number** to view the specific permit information

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Home Citizen Services Human Resources

Permits & Inspections: Search Results Logon Help Contact

[New Permit Search](#)

Permit Search Results

Permit#:	App. Date	Street Address	Type	Description	Fees Due
BLDR-2013-00160	11/13/2013	5777 SCARLETT CT	REVISIONS / DEFERRED SUBMITTAL	Building A metal building Deferred submittals and calculations. (Dublin Corporation Yard)	0.00

STEP 7 – Under Viewing in middle of the page select Actions from the drop down menu

THE CITY OF Dublin CALIFORNIA

Home | Citizen Services | Human Resources | Logon | Help | Contact

▲ Permits & Inspections: Permit

BLDR-2013-00160

Applied	Approved	Issued	Final	Expires
11/13/2013				03/05/2015

Type: **REVISIONS / DEFERRED SUBMITTAL** Status: **pending**

Permit Description: **Building A metal building Deferred submittals and calculations. (Dublin Corporation Yard)**

Permit Address: **5777 SCARLETT CT DUBLIN CA 94568-3101**

Applicant: **DAHLIN GROUP**

Viewing: **Permit** <-- Select the information you would like to view.

Details

Contact Name: **Gregor Markel**

Contact Phone: **925-251-7200**

Permit Attachments

- PC1 COMMENTS
- PC2 COMMENTS
- PC3 COMMENTS

STEP 8 - Page indicates the most current entry on the plan check and inspection status. The Group column shows the departments assigned to review the plans; the Comp'd Date the date the review is completed; the Comp'd Code completion status.

▲ Permits & Inspections: Actions

BLDR-2013-00160

Applied	Approved	Issued	Final	Expires
11/13/2013				03/05/2015

Type: **REVISIONS / DEFERRED SUBMITTAL** Status: **pending**

Permit Description: **Building A metal building Deferred submittals and calculations. (Dublin Corporation Yard)**

Permit Address: **5777 SCARLETT CT DUBLIN CA 94568-3101**

Applicant: **DAHLIN GROUP**

Viewing: **Actions** <-- Select the information you would like to view.

Group	Action	Approver	Start Date	Comp'd Date	Comp'd Code	Comment
COUNTER - INTAKE	Intake - PERMIT SUBMITTAL	jefft		11/13/2013	Completed	
COUNTER - INTAKE	collect - COLLECT	efrainr		11/13/2013	Not Applicable	
COUNTER - INTAKE	broute - ROUTING OF PLANS	efrainr		11/13/2013	Completed	
BUILDING PLAN CHECK	review - REVIEW	efrainr		11/26/2013	Denied	
BUILDING PLAN CHECK	review - REVIEW	roxannar		01/08/2014	Denied	
BUILDING PLAN CHECK	review - REVIEW					
BUILDING PLAN CHECK	review - REVIEW	efrainr		03/05/2014	Denied	
PLANNING DIVISION	review - REVIEW	efrainr		11/13/2013	Not Applicable	
Fire Plan Check	review - REVIEW	efrainr		11/13/2013	Not Applicable	
COUNTER - COMMENTS	comments - PROCESSING OF COMMENTS	efrainr		11/27/2013	Denied	
COUNTER - COMMENTS	comments - PROCESSING OF COMMENTS	efrainr		01/08/2014	Denied	
COUNTER - COMMENTS	comments - PROCESSING OF COMMENTS					
COUNTER - COMMENTS	resubmitt - RESUBMITTAL OF PLANS	efrainr		02/18/2014	Completed	
COUNTER - COMMENTS	comments - PROCESSING	efrainr		03/05/2014	Denied	

STEP 9 – To view the plan check letters (if applicable) go back to STEP 7. Under **Permit Attachments** place the cursor directly on the document. For example, **PC1 COMMENTS** refers to the first Plan Check round of comments.

THE CITY OF Dublin CALIFORNIA

Home Citizen Services Human Resources

Permits & Inspections: Permit Logon Help Contact

BLDR-2013-00160 Applied 11/13/2013 Approved Issued Final Expires 03/05/2015

Type **REVISIONS / DEFERRED SUBMITTAL** Status **pending**

Permit Description **Building A metal building Deferred submittals and calculations. (Dublin Corporation Yard)** Permit Address **5777 SCARLETT CT DUBLIN CA 94568-3101**

Applicant **DAHIN GROUP**

Viewing **Permit** <-- Select the information you would like to view.

Details

Contact Name **Gregor Markel**
Contact Phone **925-251-7200**

Permit Attachments

- PC1 COMMENTS**
- PC2 COMMENTS**
- PC3 COMMENTS**

STEP 10 – The document includes a **Plan Review Status** letter indicating the divisions/agency that completed the review; the status (**Approved / Denied**) followed by each individual router/comment page.

CITY OF DUBLIN
100 Civic Plaza • Dublin, CA 94568
www.dublin.ca.gov

Community Development Department
Building & Safety Division
Building Pk (925) 833-4600
Planning Pk (925) 833-4600
Public Works Pk (925) 833-4600
Fire Pk (925) 833-6600

Plan Review Status

11/27/13 bldr-2013-00160 / PC-1
Date Plan Check No. / Review No.

Gregor Markel
Contact Name Email or Phone No. or Fax No.

5777 Scarlett Ct Bldg A Metal bldg. A
Project Address Tenant's Name or Job Description

The City of Dublin has completed the review of your permit application, plans and documents for the above address. The attached plan check comments outline the information required to complete the plan review. Clarification of these items will complete these construction documents.

Please make corrections on the original tracings in such a way as to distinguish them from the approved portions of the drawings. This may be accomplished by placing a "cloud" around each change, with an adjacent numbered triangle corresponding with a description of the change and date in the title/revision block on the drawings. Correction lists or response letters should not be attached to the plans; delineation by color will not be accepted.

Include the following items upon resubmittal:

A. 1 Sets of your separate plan check response letter to each department. Make every effort to respond to all of the comments, corrections, statements, and notes on the plans.

B. 2 Sets of complete construction documents. If Title 24 Energy documents or structural calculations are part of the resubmittal, only two (2) well-signed sets of each are necessary. All plans and attachments shall be bound; smaller sheets to be placed over larger sheets.

To assist in expediting the process, any procedures or items missing on the re-submitted documents will result in plans being denied for resubmittal until all required information is provided. Partial or incomplete plans cannot be accepted for submittal or resubmittal.

ALL REVISED SUBMITTALS AND DOCUMENTS SHALL BE TAKEN DIRECTLY TO THE BUILDING & SAFETY DIVISION COUNTER between 8:00 a.m. to 4:00 p.m., Monday through Friday. Resubmittals will be distributed to each department by Building staff. When permit is ready to issue, notification will be made to the contact person listed on the permit application.

Attached Comments:

<input checked="" type="checkbox"/> Building: Denied	<input type="checkbox"/> Fire:	<input type="checkbox"/> Red-lined Plans (front counter):
<input type="checkbox"/> Planning:	<input type="checkbox"/> Parks:	<input type="checkbox"/> Special Inspection Forms
<input type="checkbox"/> Public Works:	<input type="checkbox"/> DSRSD	<input type="checkbox"/> Other:

C:\Users\jefft\Desktop\On Line Plan Check Status & Inspection History.docx Page 1

Disclaimer

The comments posted on the permitting system may not be fully completed. Please do not attempt to resubmit plans until you receive an official statement delivered electronically from the Building & Safety Division.